

Springfield Public Library

Advisory Board



New Board Member

Booklet

Welcome to the Springfield Advisory Board!

We have assembled some information about the board that you may find helpful.

Other information you may access from the library website at www.wheremindsgrow.org. Policies and the current strategic plan can be found under "Using your library".

You can find meeting dates and minutes from past meetings on the city website at <https://springfield-or.gov/library-advisory-board/>. This site also has bios for current board members complete with pictures which can help you with names.

We look forward to working together to promote the library in our community.

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Responsibilities of Springfield Library Advisory Board

We are an advisory board, not a governing body.

This board does not fundraise, hire, or set a budget for the library.

Individual Member Responsibilities	Collective Board Responsibilities
<ul style="list-style-type: none">• Prepare for & attend monthly meetings• Participate on sub-committees• Listen to & speak for population of Springfield• Help to shape attitudes in spheres of influence, neighborhoods, wards• Act as advocates for library support and programs in community	<ul style="list-style-type: none">• Provide feedback for Springfield library staff• Review and approve library policies & procedures• Plan & assess for library goals & operations• Support library staff & foundation• Strategic planning for funding, services & facilities

Policies/Programs the board has supported in the past 5 years:

- Developed a Community survey and analyzed results
- Research & presentation to Springfield City Council for library to adopt fine-free policy
- Read and discussed *Beyond the Ballot*, a guidebook, with initiatives to prepare community for future bond measure for a possible new library
- Convened public meetings to gather information about a new future library building; Shared information with local non-profit groups like Springfield Chamber, Springfield Rotary
- Attended library advocacy days with members of library staff up at Oregon State Capitol in Salem to speak with local elected representatives.

Recent projects that the Library Advisory Board (LAB) has worked on:

2017: Helped plan a community retreat to gather feedback from the community on what services the community wanted from its library. This information helped inform the 5-year strategic plan.

2018-2019: Helped to facilitate community information sessions and presentations on the plan for a new library facility.

2018 & 2019: Participated in Library Legislation Day. On this day library staff and supporters from around the state meet with members of the State House and Congress to lobby for bills affecting libraries.

2019-20: Reviewed updated Oregon Public Library Standards and determined if SPL was meeting standards.

2020-21: Developed and circulated a community survey in response to the city new facility survey that determined there was not enough support for a bond measure for a new library. The LAB survey was designed to inform people about library services and tried to reach non-user as well as library patrons.

2021: Advocated as private residents for funding for the library card program for students who live outside of the city boundaries - For Every Student a Library (FESAL).

2021: Successfully advocated for the library to go fine free.

2021-22: Reading and discussing Beyond the Ballot to determine a plan for preparing for a library measure.

On-going:

- Review, provide feedback and approve library policies
- Participate in business from the audience at City Council regular sessions
- Attend library-related training as possible

Springfield Public Library - A Brief History

Springfield Public Library was first formed by the Ladies of Springfield in 1908, using both donated and purchased books and a year's subscription to Oregon Monthly magazine. For many decades, the library struggled to find a physical space, and moved 11 times in only 50 years. In 1947, the library became part of the city government and was able to hire the first full-time librarian, Josephine Matsler. The library moved to its current location in 1981 as a part of the newly remodeled City Hall.

Now, run by a small and passionate staff of 16, Springfield Public Library is open six days a week. In addition to books, people come to the library for a wide variety of programs for all ages, to use the public internet computers or the public Wi-Fi, to use the study/meeting spaces, and to hang out and play in the Kids & Tweens area. The library is no longer limited to the physical location and runs a virtual library at Wheremindsgrow.org. From the site patrons can place holds, download books, and access online resources. The Springfield History Museum was moved under the umbrella of the Library Department of the City in 2017. The Museum has a committee that helps guide the work. The Library Advisory Board does not advise the museum directly.

Mission

The Springfield Public Library provides library services for personal enrichment, enjoyment, and lifelong learning.

Vision

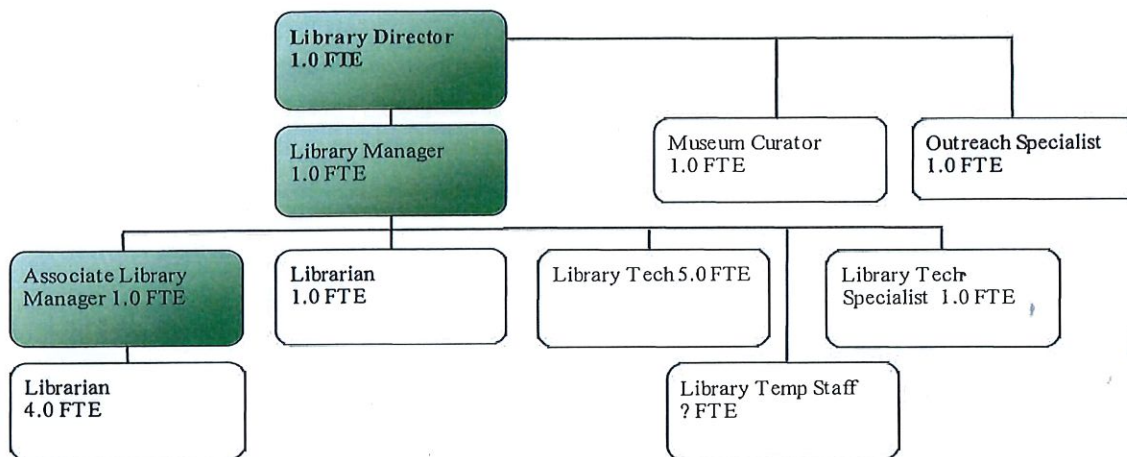
The Springfield Public Library is an accessible source of knowledge and entertainment, a literacy center, a gathering place, and the heart of our diverse community. We provide information and technology to improve quality of life and empower people to learn, prosper, and participate effectively in civic life.

Values

- We provide access to information for all
- We inspire readers, learners, and creators
- We offer cultural enrichment opportunities
- We champion freedom of thought and expression
- We support business and workforce development
- We are good stewards of public resources
- We design welcoming public spaces and online services for all
- We anticipate change with imagination and innovation
- We give friendly, respectful service
- We promote civic engagement in our community

Library Department Structure

The Library Department consists of 16 employees, 14 dedicated to the library, 1.5 dedicated to the museum and .5 dedicated to the Springfield Arts Commission. The library also uses temporary or on call employees to help cover public desk shifts due to staff absence.





LIBRARY ADVISORY BOARD BYLAWS

Approved by Council _____ (date)

ARTICLE I. Name and Duration

This Board, established by the Springfield City Council, shall be called the Library Advisory Board. This Board will serve at the will of the City Council.

ARTICLE II. Purpose

The purpose of the Library Advisory Board is to provide opinions and recommendations for future library development, expansion of library service, and library policy. Board members should have an interest in the value of library services to the community. The responsibilities of the Board shall include, but are not limited to:

Section 1. Library advocacy and community engagement, including participating in library programming.

Section 2. Review library procedures and make recommendations.

Section 3. Participate in strategic planning for funding, services and facilities.

ARTICLE III. Membership

Section 1. Composition of Board. Membership of the Board shall consist of nine voting members. Non-voting members may include one City Councilor and at least one City staff member. The non-voting members are in addition to the nine voting members. Other non-voting guests may participate at the request of the Board and may represent other government agencies or City departments having an interest in subject matter and goals of the Board.

Section 2. Appointment. All applicants shall complete a standard application form and submit it to the City Manager's Office.

ARTICLE IV. Officers

There shall be a Chair and a Vice-Chair for the Board. Each officer shall serve for one (1) year calendar year per term. Both the Chair and Vice-Chair positions shall be elected by Board members.

ARTICLE V. Meetings

Section 1. Regular Meetings. Regular meetings shall be held eleven (11) times during the course of one year at Springfield City Hall, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the City staff.

Section 2. Special Meetings. Special meetings may be called by the Chair or by resolution of the Board. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. Sixty percent (60%) of voting members in attendance shall constitute a quorum for the transaction of business at any regular or special meeting. The act of the majority of the members present at a meeting at which there is a quorum shall be the act of the Board. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order. City staff will provide brief meeting summaries and audio recordings of meetings.

Section 4. Code of Conduct. By accepting an appointment to the Library Advisory Board, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

ARTICLE VI. Amendments

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a majority of the Board made at any regular meeting on the Board, provided that written notice of the proposed amendment shall be emailed and/or mailed to each Board member not less than one week prior to such regular meeting of the Board.

Library Advisory Board Chairperson

Mayor

Attest:

City Recorder

Library Board

CHARGE

The Library Board acts in an advisory capacity for the City Manager and City Council with respect to opinions and recommendations for future Library development, expansion of Library service, and Library policy.

Source of Existence	Council/State of Oregon/Charter
Bylaws:	Yes
Code:	Springfield City Code, Chapter I, Article 9
Sunset Date:	Council/Mandatory
Membership	
Number: In	9
City: Out of	8
City:	1 - one board member may be a non-resident of the City if an owner of real property or tangible personal property subject to assessment and taxation situated within the city.
Term (2 max):	4 Years
Ward:	No
Qualifier:	Yes, 4 in City of Springfield
Appointed By:	Council application
Meeting Time	Monthly - First Tuesday - 5:30-7:00 p.m. - City Hall Meeting Room 3
Funding	General Fund
Source: Staff	Emily David, Library Director, 726-2235
Liaison: Council	Sean VanGordon, Ward 1
Liaison:	Attachment 1

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.* Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.* No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.* To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>) The Association of American University Presses (<http://www.aaupnet.org/>) The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression